

Filing to Cease Conducting Business for Virginia Corporation

The existence of a Virginia stock or nonstock corporation can be voluntarily terminated through the CIS at <https://cis.scc.virginia.gov/>. The method of voluntarily terminating the existence of a Virginia stock or nonstock corporation depends on the corporation's circumstances. Choose from the following:

Virginia Stock Corporations

If the corporation has issued shares and commenced business, file both:

Articles of Dissolution

AND

Articles of Termination

If the corporation has not issued shares, OR if the corporation has issued shares but not commenced business, file:

Articles of Termination

Virginia Nonstock Corporations

If the corporation has commenced business, file both:

Articles of Dissolution

AND

Articles of Termination

If the corporation has not commenced business, file:

Articles of Termination

NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before starting by clicking the green **Register** button on the homepage.

The Articles of Dissolution must be filed and approved before the Articles of Termination may be submitted. Existence of the corporation does not cease until Articles of Termination is successfully filed.

Articles of Dissolution

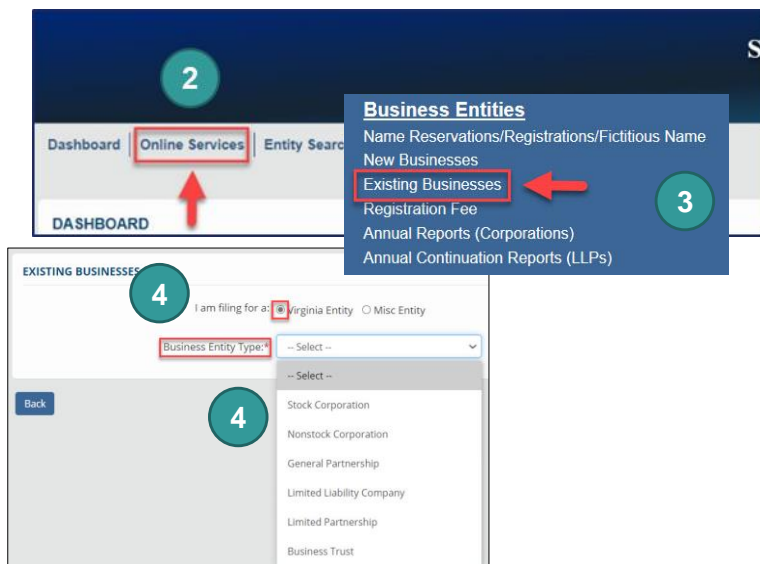
1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.

3 Under Business Entities, click **Existing Businesses**.

4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.



Terminate a Virginia Corporation

5 Select **Articles of Dissolution** from the drop-down.

6 Click **Continue** on the bottom right.

7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

8 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.

9 Click **Continue**.

10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

11 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation** section and click **Next**.

12 Enter the **Date of Adoption** in the Adoption and Vote section.

13 Select the appropriate Approval method radio button for either:

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

14 Click **Next**.

15 **OPTIONAL:** Upload Articles of Dissolution. Check the **The uploaded document will act as the filing image** radio button.

16 Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

17 Click **Next**.

Terminate a Virginia Corporation

18 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

19 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

20 Click **OK** in the pop-up box.

21 Click **Next**.

22 Review each section of the **Articles of Dissolution**, and make any edits, as needed.

23 Click **Add To Shopping Cart**.

24 Click **Checkout**.

25 Click **Go To Payment**.

26 In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

27 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

28 Click **Continue**.

The screenshots illustrate the following steps:

- Step 18:** Selecting the signing method (Individual or On Behalf of Business Entity).
- Step 19:** Filling out the signature and printed name fields.
- Step 20:** Confirming the successful addition of the signature.
- Step 21:** Proceeding to the next step.
- Step 22:** Reviewing the Articles of Dissolution, including entity details and jurisdiction.
- Step 23:** Adding the document to the shopping cart.
- Step 24:** Initiating the checkout process.
- Step 25:** Navigating to the payment section.
- Step 26:** Agreeing to the terms and conditions.
- Step 27:** Providing billing address and payment information.
- Step 28:** Continuing to the final payment page.

Terminate a Virginia Corporation

- 29 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

- 30 You will be directed to a confirmation screen.

CONFIRMATION

30 **Submission Successful**

Payment Confirmation Number: 200001056

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Dissolution	User Guides, Inc.	03/17/2020 03:22 PM	\$10.00	Submitted For Processing
Total Paid:			\$10.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.

Agency Amount: \$10.00
LexisNexis Service Fee: \$0.00
Total Amount: \$10.00

Billing Address
Billing First Name: Jane
Billing Last Name: Doe
Billing Zip Code: 23219
Billing Address Line1: 123 Any Street
Billing Address Line2:
Billing City: Richmond
Billing State: VA
Billing Country: United States of America
E-mail: jane.doe@gmail.com
Phone Number: (804) 3719733

Payment Information
Credit Card
Card Number: *****0248 (MASTERCARD)
Expiration Date: 03/2024

Payment Authorization
Total Amount: \$10.00
Acknowledgment
☒ By checking this box, I am authorizing the bill amount plus the LexisNexis Service Fee.

29 **Pay Now**

Articles of Termination

- 1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

- 2 Click **Online Services** on the top left.
- 3 Under Business Entities, click **Existing Businesses**.

- 4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.

- 5 Select **Articles of Termination** from the drop-down.

- 6 Click **Continue** on the bottom right.

- 7 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

- 8 Click the **Select** button next to your business' name. DO NOT click the green entity name.

- 9 Click **Continue**.

2 **Online Services**

3 **Existing Businesses**

4 **Business Entity Type**
I am filing for a: ☒ Virginia Entity ☐ Misc Entity
Business Entity Type: **Stock Corporation**

5 **Select a filing type**
Articles of Termination

6 **Continue**

7 **Entity Search**
Entity Name: OR Entity ID:
Search **Clear**

8 **Search Results**

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	11027996	User Guides, Inc.	Legal Name	Stock Corporation	3010 Furman Ln Apt 402, Alexandria, VA, 22306 - 1020, USA	03/02/2020	Active	03/02/2020

Page 1 of 1, records 1 to 1 of 1

9 **Continue**

Terminate a Virginia Corporation

10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

11 Click **Next**.

12 **OPTIONAL:** Upload Articles of Termination. Check the **The uploaded document will act as the filing image** radio button.

13 Click **Attach** and select the file you want to upload.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

14 Click **Next**.

15 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

16 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

17 Click **OK** in the pop-up box.

18 Click **Next**.

19 Select the appropriate circumstance radio button(s) for either:

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

20 Click **Next**.

ARTICLES OF TERMINATION

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation

Entity ID: 11027996 Formation Date: 03/02/2020

Status: Active

Entity Email Address: @scc.virginia.gov Contact Number:

Back Next

Upload Attachments

The system will create a filing image based on the information you entered. Alternatively you may upload your own document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

☐ The uploaded document will act as the filing image.

Attach Document

Note: Only PDF files may be uploaded if needed.

File Name

File name: scc544

Open Cancel

Next

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

The person signing this statement certifies that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-633 of the Code of Virginia, as the case may be.

Signing as: ☒ Individual ☐ On Behalf of Business Entity

Signature

Signature*

Printed Name

First Name* Middle Name* Last Name* Suffix: -- Select --

Add

Entity Information

Entity Name* Entity Type* -- Select --

Signature

Printed Name

First Name* Middle Name* Last Name* Suffix: -- Select --

Add

Signature Added Successfully

OK

Title

Printed Name	Signature	Title	Action
Teresa Hudgins	Teresa Hudgins	Incorporator	Back Next

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

Back Next

Terminate a Virginia Corporation

21 Review each section of the **Articles of Termination**, and make any edits, as needed.

22 Click **Add To Shopping Cart**.

23 Click **Checkout**.

24 Click **Go To Payment**.

25 In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

26 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

27 Click **Continue**.

28 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

29 You will be directed to a confirmation screen.

REVIEW OF ARTICLES OF TERMINATION

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation
 Entity ID: 11027996 Formation Date: 03/02/2020
 Status: Active
 Entity Email Address: teresa.hudgins@scc.virginia.gov

Upload Attachments

File Name

Signature Information

Printed Name: Teresa Hudgins

☐ All the assets of the corporation have been distributed to its owners.
☐ The dissolution of the corporation has not been revoked.
☐ The corporation certifies that it has filed returns and has paid its taxes.
 OR
☐ No debt of the corporation remains unpaid.
☐ If shares were issued, the net assets of the corporation remaining after winding up have been distributed to the shareholders.

Shopping Cart

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings

Document Type	Entity Name	Created Date/Time	Fee	Action
Articles of Termination	User Guides, Inc.	03/18/2020 09:37 AM	\$10.00	Q

Grand Total: \$10.00

Checkout **Add Another Filing**

Add To Shopping Cart

CHECKOUT

Filings

Document Type	Entity Name	Created Date/Time
Articles of Termination	User Guides, Inc.	03/18/2020 09:37 AM

Go To Payment

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases. If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree **Close**

Billing Address

ADDRESS TYPE
☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name*
 Billing Last Name*
 Billing Zip Code*
 Billing Address Line1*
 Billing Address Line2
 Billing City*
 Billing State*
 E-mail*
 Confirm E-mail*
 Phone Number* (999) 999-9999

Payment Information

PAYMENT TYPE
☒ Credit Card ☐ Personal Check ☐ Business Check

Card Number*
 Expiration Month*
 Expiration Year*
 Security Code*
 Captcha*
 Enter Captcha

Continue

Agency Amount \$10.00
 LexisNexis Service Fee \$0.00
 Total Amount \$10.00

Billing Address

Billing First Name: Jane
 Billing Last Name: Doe
 Billing Zip Code: 23219
 Billing Address Line1: 123 Any Street
 Billing Address Line2:
 Billing City: Richmond
 Billing State: VA
 Billing Country: United States of America
 E-mail: jane.doe@gmail.com
 Phone Number: (804) 3719733

Payment Information

Credit Card

Card Number: *****0248 (MASTERCARD)
 Expiration Date: 03/2024

Payment Authorization

Total Amount: \$10.00
Acknowledgment
☒ By checking this box, I am authorizing the bill amount plus the LexisNexis Service Fee.

Pay Now

CONFIRMATION

Submission Successful

Payment Confirmation Number: 200001081

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Termination	User Guides, Inc.	03/18/2020 09:40 AM	\$10.00	Submitted For Processing

Total Paid: \$10.00

A PDF copy of your evidence can be accessed from Correspondence or USC Filing/Business Entity Submissions section of your dashboard.

Pay Now